

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Chief, Building Planning Staff, OL  
4E50 Hqs

EXTENSION

NO.

DATE

29 SEP 1981

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

D/L

2G20B

30 SEP 1981

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Jim,

Attached is a copy of the draft Memorandum of Understanding with GSA for the construction of the new building. Suggest we schedule a meeting next Thursday, 8 October, to discuss it.

Att

P.S: Copies sent to RECD & CGC/PLD for comment.  
Jim - looks fine to me. Dan

To be reviewed for our meeting

NCR-1981-2

**PROJECT NO.**

**BETWEEN**

NAME AND LOCATION OF PROJECT

**COGNIZANT OFFICE**

### STATUTORY REFERENCES

The Central Intelligence Agency Act of 1947, as amended  
(WPC)

**SERVICES REQUESTED OF GSA**

**PARTICIPATION BY**

On this            day of            , 19            , the parties hereto have executed this agreement.

**FOR**

## GENERAL SERVICES ADMINISTRATION

CENTRAL INTELLIGENCE AGENCY

BY

WALTER V. KALLAUR

WILLIAM J. CASEY

**TITLE**

REGIONAL ADMINISTRATOR

DIRECTOR

GSA, National Capital Region  
Public Buildings Service  
Design & Construction Division  
September 4, 1981

PROJECT PLAN

1. PROJECT DESCRIPTION

NAME: New Central Intelligence Agency  
(CIA) Building

LOCATION: The building is to be located on the existing CIA Langley Headquarters Compound Site in McLean, Virginia

SCOPE: The building is to provide approximately 800,000 square feet of useable area, for office, special purpose and other uses. All ancillary spaces, facilities and equipment will be included as appropriate to the proposed occupancy and use, operation, maintenance and protection of the building.

2. BASIC POLICY AND AGENCY ROLES

In furtherance of its agency mission and operations, the CIA has identified the need for this proposed building and has conceived and developed this project for its construction. As such, the CIA will take the lead role in the overall execution of the project, from preliminary planning to completion of the construction and final occupancy. The setting of policy and overall goals, and securing of required authority and funding are to be initiated and controlled by the CIA.

In accordance with the Federal Property and Administrative Services Act of 1949 (as amended) the Administrator of General Services is authorized to provide planning and design assistance, construction management and other related services to other Government agencies, on construction projects. The CIA plans to engage the General Services Administration (GSA) to provide certain of these services on this project. Accordingly, GSA's involvement and actions in prosecution of the project will be conducted strictly in the role of agent/consultant to the CIA.

The CIA will appoint a Project Manager to direct the overall planning and accomplishment of the project. The GSA National Capital Region, Public Buildings Services, Design and Construction Division will be the lead action office within GSA in the performance of the project. This office will appoint

2

a GSA Project Executive who will have primary responsibility for assuring the performance of GSA services as required.

Services to be provided by GSA will include project management and engineering/technical advice and assistance during all phases of the project, review of planning, program development and environmental assessment efforts, pursuing necessary planning and design approvals through cognizant advisory/regulatory bodies, review of design documents, procurement of construction contracts, performing construction administration and post-occupancy evaluation.

### 3. PROJECT ORGANIZATION

The following organization chart depicts the CIA/GSA project organization as related to the agencies' internal administrative organizations. Responsibilities of the project team as shown on the chart are set out in Paragraph 4 hereafter.

3

## 4. RESPONSIBILITIES OF THE PROJECT TEAM

The CIA Project Manager will direct the planning and execution of the project. He will perform all necessary management level coordination within the CIA and with other agencies and/or public and private interest groups. He will maintain direct communication with the GSA Project Manager for coordination of project management issues between the CIA and GSA. The Project Manager's staff will award and administer the contracts for programming, environmental assessment, A-E design and other related services as required in connection with the planning and design of the project, and will maintain direct communication with the GSA Project Officer for coordination of planning, design, engineering and technical matters between CIA and GSA engineering/technical staff.

*CIA M8  
↓  
Schedule  
report  
clip*

The GSA Project Executive will develop GSA's internal management plan for the project and will direct the performance of all administrative actions and project services by GSA in accordance with this project plan and the GSA management plan. The GSA Project Executive will have the overall responsibility for assuring the fulfillment of GSA's role in the accomplishment of the project as planned. He will be the Authorized Representative of the Contracting Officer in the administration of all contracts. The GSA Project Executive will monitor project status and provide monthly status reports to the CIA on GSA's participation in the project. He will advise the CIA Project Manager on planning and project management issues. The Project Executive will oversee the efforts of the GSA project team members in the performance of their activities and services throughout the life of the project, as follows:

- a. The Design Project Officer will coordinate the performance of all engineering/technical services to be provided by GSA during the planning/design phase and will advise and assist the CIA Project Manager's staff in administration of design work.
- b. The Construction Project Officer will oversee the activities of the on-site construction staff during construction of the project, and will coordinate with the GSA engineering/technical staff and the CIA Project Manager's staff on engineering/technical issues during the construction phase.

4

- c. The Professional Services Branch (GSA) will provide engineering support and consultation and will review the project design for technical sufficiency as well as adherence to established scope, standards and design criteria.
- d. The Cost Management Branch (GSA) will provide cost estimating services, advise on cost-related aspects of alternatives in decision making, and review cost data submitted by the Architect-Engineer and other consultants.
- e. The Contracting Officer will award all construction contracts and will maintain all basic contracting authority. He will delegate to the Project Executive, Authorized Representative of the Contracting Officer authority for administration of the construction contracts.
- f. The Project Planning Branch will advise and assist the CIA Project Manager on planning and program development issues and will review the programming and environmental assessment efforts of CIA's consultants in these areas.
- g. The Buildings Operation Division and the Building Manager's Office (GSA) will advise on the requirements for ancillary spaces and facilities as needed in connection with building operation and maintenance.
- h. The Accident & Fire Protection Branch (GSA) will review the project design for compliance with fire/life safety criteria.
- i. The Financial Management Branch (GSA) will oversee the transfer and allotment of project funds within GSA and will record the obligation and expenditure of funds.

#### 5. PROGRAM OF REQUIREMENTS

The CIA will develop the program of requirements for the building, outlining space requirements, adjacencies, special equipment and utilities and other appropriate information pertaining to the user's functional needs.

5

6. ARCHITECT-ENGINEER AND CONSULTANT SERVICES

The CIA will conduct procurement actions for A-E and consultant contracts as required in connection with the planning and design of the project, and will award and administer all such contracts.

7. PLANNING AND DESIGN APPROVALS

GSA will perform necessary coordination with the National Capital Planning Commission in securing planning and design approvals for the project.

8. CONSTRUCTION PROCUREMENT

GSA will reproduce the construction contract documents, advertise and award the construction contract(s) for the project.

9. CONSTRUCTION MANAGEMENT

GSA will manage and supervise the construction of the building, including administration of construction contracts.

10. FUNDING

The CIA will transfer funds to GSA via Standard Form 1151 (Non-Expenditure Transfer Authorization) as necessary to cover GSA's costs for design management and review, printing, travel, invitation and bid expense, and construction management/supervision. The CIA will also transfer funds by the same means as required to cover construction costs, including contingencies and reservation items. The CIA will directly obligate and pay A-E and consultant fees and costs of any required survey or subsoil investigation work. After budgets for all project costs have been established, they will be summarized on GSA Form 2100A (blank copy attached), which will be included as an addendum to the Memorandum of Understanding and Agreement.

11. ENVIRONMENTAL IMPACT

The CIA will be responsible for the completion of all actions necessary in connection with assessment of the impact of the project on the environment. The GSA Project Planning Branch will advise and assist the CIA in this effort.

6

12. SECURITY

The new building will be a secure facility, and accordingly all precautions must be taken as necessary to maintain security during planning, design and construction. The CIA will establish and communicate to GSA all security requirements in connection with the project. The CIA will process necessary security clearances for GSA personnel and others involved in the project.



